



THE UNIVERSITY of NORTH CAROLINA  
**GREENSBORO**

The Graduate School

**APPLICATION FOR GRADUATION FOR GRADUATE STUDENTS**

Student ID No: \_\_\_\_\_

Date: \_\_\_\_\_

Mail or bring the application to The Graduate School, UNCG, 241 Mossman Building, 1202 Spring Garden Street, Greensboro, NC 27412 or fax to (336) 256-0109 **by the end of the first week of classes of the term in which the degree will be granted.** The graduation fee (\$60 for master’s and Specialist in Education; \$75 for combined M.S./Ed.S.; \$60 for doctorate) will be added to your student account. **After** the fee is posted to your account, payment should be made to the Cashiers and Student Accounts Office, UNCG, 151 Mossman Building, 1202 Spring Garden Street, Greensboro, NC 27412 . There is no charge for Certificate candidates.

Degree or Certificate: \_\_\_\_\_ Major: \_\_\_\_\_

Date you expect to graduate:  December \_\_\_\_\_  May \_\_\_\_\_  August \_\_\_\_\_  
(year) (year) (year)

Legal Name: \_\_\_\_\_  
(first name) (middle name) (last name)

Permanent Address: \_\_\_\_\_  
(to which diploma will be mailed—**notify if change occurs**) No. and Street or P.O. Box No.

\_\_\_\_\_ City State Zip Code  
Daytime Phone No.: (\_\_\_\_\_) \_\_\_\_\_  
Area Code

Local Address: \_\_\_\_\_  
(if different from permanent address) No. and Street or P.O. Box No.

\_\_\_\_\_ City State Zip Code

Student’s Alternate E-mail Address: \_\_\_\_\_

**FINAL PLAN OF STUDY:** If changes have been made to the Plan of Study, all Specialist in Education and master’s degree candidates must submit a final plan of study by the end of the third week of classes. Certificate candidates are also required to submit a final plan of study by the end of the third week of classes.

**DEADLINE FOR THESES/DISSERTATIONS:** All doctoral candidates and master’s candidates who are preparing a formal thesis should be aware of the following deadlines (see the University’s Academic Calendar [www.uncg.edu/reg/Calendar](http://www.uncg.edu/reg/Calendar)):

- (1) Final oral examination in defense of doctoral dissertation. Master’s thesis candidates should check with their thesis committee chair.
- (2) Submission of thesis/dissertation to The Graduate School for approval.
- (3) Submission of final, approved thesis/ dissertation to The Graduate School.

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## DEADLINES FOR GRADUATION

**This application must be filed with The Graduate School by the end of the first week of classes of the term in which the degree will be granted** ([www.uncg.edu/reg/Calendar](http://www.uncg.edu/reg/Calendar)). Degree and/or certificate candidates must comply with all deadlines set forth in The Graduate School calendar. Failure to do so will delay the candidate's graduation. These deadlines are necessary to enable everyone involved with the candidate's degree clearance to complete the process in an orderly and academically sound manner. Candidates who apply for a given graduation and fail to qualify must reapply for a later graduation. Diplomas and transcripts of students owing money to the University will be held until the account is cleared.

## REMOVAL OF INCOMPLETE GRADES

Policy concerning incomplete grades is frequently misunderstood. No grade of incomplete (I) may be carried beyond graduation, ***including incompletes in courses not required for the degree***. It is the student's responsibility to ensure that a final grade has been submitted prior to graduation. If a final grade has not been recorded by the deadline date for degree clearance, it is the student's responsibility to check with The Graduate School to determine his/her status. A GRADE OF I CANNOT BE REMOVED WITH A GRADE OF W.

## FORMATTING AND SUBMISSION OF DISSERTATION

The dissertation must be formatted and submitted according to the instructions provided in the *Guide for the Preparation of Theses and Dissertations*. A copy of the guide can be obtained from The Graduate School or from the following University Web site: [www.uncg.edu/grs/html/dissertation\\_manual.html](http://www.uncg.edu/grs/html/dissertation_manual.html). Deadline dates for submission of the dissertation are listed on the University's Academic Calendar ([www.uncg.edu/reg/Calendar](http://www.uncg.edu/reg/Calendar)) and in *The Graduate School Bulletin* under Calendar of Events.

## FORMATTING AND SUBMISSION OF THESIS

The thesis must be formatted and submitted according to the instructions provided in the *Guide for the Preparation of Theses and Dissertations*. A copy of the guide can be obtained from The Graduate School or from the following University Web site: [www.uncg.edu/grs/html/dissertation\\_manual.html](http://www.uncg.edu/grs/html/dissertation_manual.html). Deadline dates for submission of the thesis are listed on the University's Academic Calendar ([www.uncg.edu/reg/Calendar](http://www.uncg.edu/reg/Calendar)) and in *The Graduate School Bulletin* under Calendar of Events.

## COMMENCEMENT

Degrees are awarded after each semester and the second summer term. A commencement ceremony is held in December for Summer Session and Fall Semester graduates and in May for Spring Semester graduates. Diplomas will be mailed to the student's permanent address as it is listed on the Application for Graduation unless a new address is provided.

## SCHOOL LICENSURE APPLICATION OR UPGRADE

Students seeking professional school licensure or upgrading their licensure should contact The Teachers Academy, Room 319, Curry Building, (336) 334-3414.